



Residential Growth Management System (RGMS) Allocation Process

RESIDENTIAL GROWTH MANAGEMENT SYSTEM

The City of Boulder's Residential Growth Management System (RGMS) is a system that regulates the city's residential growth rate. It caps residential growth at no greater than one percent per year. This means that no more than 1% of the existing residential units can be added in the following year. The management system was put in place to control growth in a way that assures the preservation of Boulder's unique environment, high quality of life and availability of public facilities and urban services.

The city manages the residential growth development through an administrative process called an allocation.

For more information about how allocations are distributed, review

[Section 9-14 "Residential Growth Management" of the Boulder Revised Code \(1981\).](#)

DO I NEED AN ALLOCATION?

An allocation is **required for all new and replacement dwelling units**. This certificate must be obtained **prior to applying** for a building permit.

Approximately 400 allocations are available every year under the allocation system. An allocation certificate must be acquired, through one of the processes described below, **for every dwelling unit** that will be constructed on a property. A request for an allocation certificate must be made to Planning and Development Services, who will issue an allocation to the property. A certificate will be issued within five business days of when a **complete** request is received. Incomplete applications will not be processed.

RGMS ADMINISTRATOR:

Shabnam Bista

Email: bistas@bouldercolorado.gov

WHICH TYPE OF ALLOCATION DO I NEED?

New Dwelling Unit Allocation- Required for new residential dwelling units on previously undeveloped lots.

Asbestos Demolition Allocation- Required for new residential dwelling units that will replace an existing dwelling unit following full structure demolition, but required demolition of existing structure is not possible because unmitigated asbestos exists within it.

Replacement Dwelling Unit Allocation- Required for new residential dwelling units that will replace an existing residential dwelling unit following full structure demolition (no asbestos exists in the structure or it has been mitigated). This type of allocation only applies to developments with four or fewer units proposed for construction.

HOW DO I SUBMIT FOR A NEW DWELLING UNIT ALLOCATION?

1. Complete the [New Dwelling Unit Allocation application](#).
2. Submit the New Dwelling Unit Allocation application to the RGMS Administrator (info on page 1) to be reviewed against the applicable code.
3. RGMS Administrator will issue allocation certificate to applicant within 5 business days.
4. Applicant can apply for building permit with the RGMS allocation.

IMPORTANT: Prior to applying for building permit for new dwelling units:

- To establish a new dwelling, you must also satisfy the affordable housing requirements for each new dwelling unit. Information about affordable housing requirements can be found at <https://bouldercolorado.gov/housing/inclusionary-housing>.
- If you must establish or reassign addresses as a part of the development process, address(es) must be assigned PRIOR to applying for your allocation.

HOW DO I SUBMIT FOR AN ASBESTOS DEMOLITION ALLOCATION?

1. Gather your materials. You will need:
 - Complete the [Asbestos Demolition Allocation Application](#).
 - A copy of the submitted state asbestos abatement notification and permit and
 - All required signatures on page 3 of the [Demolition Permit](#).
2. Submit the Asbestos Demolition Allocation application to the RGMS Administrator (info on page 1) to be reviewed against the applicable code.
3. RGMS Administrator will issue allocation certificate to applicant within 5 business days upon receiving a complete application. Incomplete applications will not be processed.
4. Apply for building permit and include the RGMS allocation certificate.

IMPORTANT: Prior to applying for building permit for new dwelling units:

- To establish a new dwelling, you must also satisfy the affordable housing requirements for each new dwelling unit. Information about affordable housing requirements can be found at <https://bouldercolorado.gov/housing/inclusionary-housing>.
- Historic Preservation review is required for non-designated buildings that are 50 years old or older for demolition that meets the definition of "Demolition (Historic)" in [Section 9-16](#) of the Boulder Revised Code, 1981. See [Historic Preservation Demolition Review Application](#) for requirements. Information about historic preservation can be found at <https://bouldercolorado.gov/historic-preservation/demolitions>.
- If you must establish or reassign addresses as a part of the development process, address(es) must be assigned PRIOR to applying for your allocation.

HOW DO I SUBMIT FOR A REPLACEMENT DWELLING UNIT ALLOCATION?

1. Apply for and receive issuance of a [Demolition Permit](#).
2. RGMS Administrator is automatically notified when the demolition permit is issued and will issue an allocation certificate within 5 business days.
3. Apply for building permit and include the RGMS allocation certificate.

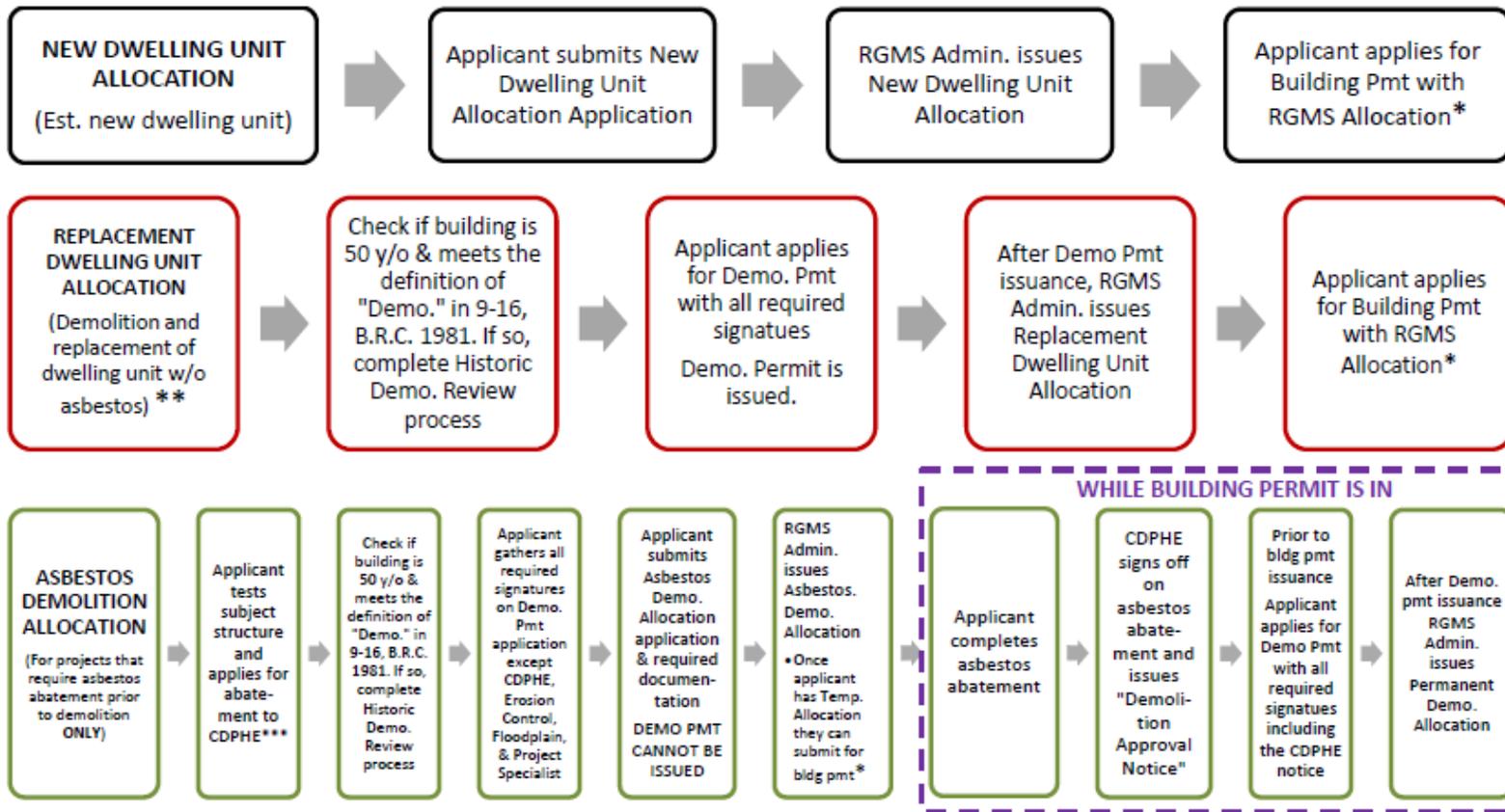
IMPORTANT: Prior to applying for building permit for new dwelling units:

- To establish a new dwelling, you must also satisfy the affordable housing requirements for each new dwelling unit. Information about affordable housing requirements can be found at <https://bouldercolorado.gov/housing/inclusionary-housing>.

- Historic Preservation review is required for non-designated buildings that are 50 years old or older for demolition that meets the definition of “Demolition (Historic)” [in Section 9-16](#) of the Boulder Revised Code, 1981. See [Historic Preservation Demolition Review Application](#) for requirements. Information about historic preservation can be found at <https://bouldercolorado.gov/historic-preservation/demolitions>.
- If you must establish or reassign addresses as a part of the development process, address(es) must be assigned PRIOR to applying for your allocation.

Regional Growth Management System (RGMS) Allocation Application Processes

Typical allocation processes when establishing new dwelling units or replacing dwelling units within 3 years.*



*All new or replacement dwelling units must also meet affordable housing requirements prior to building permit submittal. Visit <https://bouldercolorado.gov/housing/inclusionary-housing> for details.

** Only available to developments that have four or fewer dwelling units.

***Colorado Department of Public Health and Environment



City of Boulder Planning and Development Services
 1739 Broadway, third floor • PO Box 791 • Boulder, CO 80306
 Phone: 303-441-1880 • Fax: 303-441-3241 • Web: boulderplandevop.net

**RESIDENTIAL GROWTH MANAGEMENT SYSTEM
 ALLOCATION APPLICATION FORM**

Applicants are required to complete this application form and attach any additional materials that may be necessary. *Late or incomplete submittals will not be accepted.*

GENERAL INFORMATION

Application Date: _____

Applicant's Name: _____ Company: _____

Phone: _____ E-mail: _____

Applicant's Address: _____

Name of the Development: _____

Does this request involve a:

- Non-residential portion (mixed use building or project)? Yes ____ No ____
- Demolished Building? Yes ____ No ____

ALLOCATION REQUEST

Please Note: Information for each building or single family subdivided lot must be on one line.

| Address | Subdivision | Block | Lot | Bldg | Market (Unrestricted) Units | | Permanently Affordable Units | |
|---------|-------------|-------|-----|------|-----------------------------|--------------------|------------------------------|--------------------|
| | | | | | Number of Detached | Number of Attached | Number of Detached | Number of Attached |
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |

CERTIFICATION

I certify that the information and exhibits herewith submitted are true and correct to the best of my knowledge.

Applicant's Signature: _____ Date: _____

IF APPLICANT IS NOT THE OWNER, COMPLETE THE FOLLOWING:

I (we) hereby authorize _____ (Applicant's name) to act as my (our) agent and representative for the purposes of submitting and pursuing this allocation request, receiving allocations pursuant thereto, and applying for and accepting building permits pursuant to said allocations. I affirm that I am the recorded owner of the property for which this allocation request is submitted.

Owner's Name: _____ Company: _____

Phone: _____ E-mail: _____

Address: _____

Owner's Signature: _____ Date: _____

STAFF USE ONLY

Application received by: _____ Date/Time _____



City of Boulder Planning and Development Services Center
DEMOLITION ALLOCATION REQUEST

300.pdf
 Revised May 2015

Temporary Allocation Number: _____

Project Address _____ Date _____

Subdivision _____ Block _____ Lot _____

Owner Name _____ Phone (____) _____

Owner Address _____

Contractor _____ Phone (____) _____

Contact Name _____ Email _____

The applicant desires to apply for a building permit prior to receiving approval from the Colorado Department of Public Health and Environment for the demolition of a residence containing asbestos. The following information must be provided to Planning and Development Services at least 5 working days prior to application for the building permit review. The applicant must have obtained all other required materials for a demolition permit, including Landmarks Board approval, in order to be eligible for a temporary allocation.

- 1. A copy of the State demolition permit application (asbestos abatement). Provided _____
- 2. Written report or State notification that asbestos abatement is required. Provided _____

I understand that a building permit will not be issued until the demolition permit and the associated residential growth management allocation is received.

 Applicant Name (please print)

 Applicant Signature

 Date

Requirements Checklist

This checklist outlines the minimum requirements necessary to issue a demolition permit. Applicants may be required to submit additional information based on unique property or project characteristics.

KEEP IN MIND:

- The contractor is responsible for ensuring that all utilities and fire protection systems are properly disconnected prior to demolition.
 - If you need to have your water service turned off or your water meter removed, please contact Utility Billing at 303-441-3260.
- Be cautious of hazardous materials such as asbestos and lead-based paint. Call the State of Colorado Air Pollution Control Division at 303-692-3150 for more information.
- Historic Preservation review is required for non-designated buildings that are 50 years old or older for demolition that meets the definition of "Demolition (Historic)" in Section [9-16](#) of the *Boulder Revised Code, 1981*. See [Historic Preservation Demolition Review Application](#) for requirements.
- This form is not to be used for partial demolition. Partial building demolition requires a [Building Permit application](#), accompanied by a completed [Plumbing Fixture Count Form](#), three sets of plans and an *approved* [CDPHE Demolition Notification Application Form](#).
- Inclusionary Housing, the required provision of affordable housing, may be waived if a building permit to replace the demolished unit is applied for within three years of demolition permit approval. Any waiver granted would not apply to additional residential units added to the site. The home to be demolished must be habitable to be considered for a waiver. To request a waiver, please contact a housing planner by visiting [Division of Housing](#) and selecting "Inclusionary Housing."
- There is a Deconstruction Waste Refundable Deposit of \$1/sq. ft. (\$1,500 minimum) and \$100 nonrefundable Administration Fee assessed on all demolition permits.

INTERIOR, NON-STRUCTURAL DEMOLITION (Not applicable for residential or multi-family projects.)

A separate interior, non-structural demolition permit may only be issued after a tenant finish or remodel permit has been submitted.¹

- Provide two sets of demolition plans (separate from permit application).
- Provide a copy of an approved [CDPHE Demolition Notification Application Form](#), stamped approved, or the CDPHE Demolition Approval Notice².
- All applicable signatures as indicated on page 3 of this form.

ENTIRE BUILDING DEMOLITION

- Site plan identifying building(s) to be removed.
- Provide a copy of an approved [CDPHE Demolition Notification Application Form](#), stamped approved, or the CDPHE Demolition Approval Notice. For a single family dwelling where the owner is acting as the contractor and will be performing the work themselves, you may provide a signed [CDPHE Single Family Residential Dwelling Area of Public Access Opt-out Form](#).
- All applicable signatures as indicated on page 3 of this form.
- [Temporary Construction Power / Electrical Permit Application](#) (optional)
 - Yes, I need temporary construction power for the demolition and I have filled out an electrical application to submit with these materials.
 - No, I do not need temporary power at this time.

¹A separate interior, non-structural demolition permit may not be available for issuance at the time of tenant finish application if the structure falls within a regulatory floodplain where there is potential for the project to trigger a substantial improvement.

²Non-Residential Asbestos Triggers: More than 160 sq. ft. of disturbed surfaces (walls, ceilings, floors), more than 260 linear ft. of disturbed pipes and/or 55-gallon drum of waste generated.

REQUIRED APPROVALS: Obtain signatures indicated below prior to submitting for demolition.

| Interior | Entire | Agency Name, Address and Phone | Signature | Date |
|----------|--------|--|--|------|
| | X | Xcel Energy 2655 N. 63 rd St. Contact Christopher Corbin at 303-571-3024 or email Christopher.M.Corbin@xcelenergy.com | A statement will be provided on Xcel Energy letterhead in lieu of a signature. | |
| | X | CenturyLink 1855 S. Flatiron Court Contact Chris Janoski for an appointment 720-578-3187 or email Christopher.janoski@centurylink.com | | |
| | X | Comcast Contact Kevin Young for an appointment 720-281-8666 or fax 303-450-0015 | | |
| X | X | Colorado Department of Public Health and Environment Contact Asbestos Inspectors for information 303-692-3100 or email asbestos@state.co.us | A demolition approval notice must be provided in lieu of a signature. | |
| | X | City of Boulder Fire Department 1805 33rd St. Contact Dave Lowrey for an appointment 303-441-4356 or fax 303-441-4350 | | |
| | X | City of Boulder Planning & Sustainability Historic Preservation 1739 Broadway, Third floor 303-441-3209 Approval required for buildings that are 50 years old or older. See Historic Preservation Demolition Review Application for requirements. | A Historic Preservation Demolition Approval form will be provided in lieu of a signature. HIS _____ | |
| X | X | City of Boulder Sustainable Deconstruction Plan Required for <u>residential and commercial</u> projects. Email deconstruction plan and this application to CDWastePermits@bouldercolorado.gov . Use same email for questions, or call Emily Freeman at 303-441-1940. | | |
| | X | City of Boulder Planning & Development Services Erosion Control Review Contact Right-of-Way Department 303-441-1880 1739 Broadway, Third floor | Erosion Control Plan required for projects disturbing more than an acre. ECP _____ | |
| X | | City of Boulder Planning & Development Services Floodplain Review Contact Project Specialist 303-441-1880 1739 Broadway, Third floor | | |
| X | X | City of Boulder Planning & Development Services Project Specialist 303-441-1880 1739 Broadway, Third floor | | |

I certify that I have reviewed the demolition permit requirements checklist and have provided the applicable requirements in my application materials. I agree to perform the work described herein, in accordance with the plans and/or specifications submitted, and with all provisions of the *Boulder Revised Code, 1981*.

Applicant or Authorized Agent

Date

Property Owner's Signature

Date